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(ISO 9001:2008)

# **NATIONAL INSTITUTE OF WIND ENERGY**

(formerly Centre for Wind Energy Technology)

[An Autonomous R&D Institution under Ministry of New and Renewable Energy [MNRE], Government of India]

## **Recruitment, Promotion and Service Conditions Rules of all staff of NIWE [Other than Director General]**

**Velachery-Tambaram Main Road,  
Chennai-600 100, Tamil Nadu**

**(Amended as on 01.10.2014)**

**NATIONAL INSTITUTE OF WIND ENERGY**  
(Formerly Centre for Wind Energy Technology)  
**[An Autonomous R&D Institution under Ministry of New and Renewable  
Energy [MNRE], Government of India]**  
**Chennai 600 100, Tamil Nadu**

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## **Working Rule No. 1**

In pursuance of Rule 43(vii) & (viii) of Rules and Regulations, the Governing Council of the National Institute of Wind Energy (formerly Centre for Wind Energy Technology), hereby makes the following Rules.

### **1 Short title**

- i) These Rules may be called the Centre for Wind Energy Technology (C-WET) (Pay, Recruitment and Promotion) Rules, 2007 (Working Rule No.1) now renamed as National Institute of Wind Energy [NIWE].
- ii) They shall come into force with effect from the date of Notification, save for such Rules which have already come into force through executive orders.
- iii) Existing employees of NIWE (formerly C-WET) will be treated as having been inducted into these rules at its initial constitution in the respective grades.

### **Note:**

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 / date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission. For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 / the date from which revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

### **2 Categories of Employees to whom these Rules apply.**

- i) Save as otherwise provided by or under these Rules, these Rules shall apply to persons appointed to the service of the Society against regular posts on a pay band with grade pay.

ii) **These Rules shall not apply to:**

- a) Persons not in whole time employment;
- b) Persons paid out of contingency;
- c) Persons paid otherwise than on monthly basis including those on piece work basis;
- d) Persons paid *lump sum* honoraria or wages or remuneration determined on specific job work basis or time basis.
- e) Fellows who are governed by their contract; and
- f) Such other categories of persons as may be specifically excluded either wholly or in part by the Governing Council.

**3 Classification of staff:**

The officers and staff of the Society shall be grouped into the following categories:

Category I	:	Those engaged in Scientific and Technical activity
Category II	:	Those engaged in work other than scientific and technical activity i.e. Administrative and Supporting

**CATEGORY I : SCIENTIFIC AND TECHNICAL POSTS**

**4 This category shall consist of the following two groups (Group I and Group II):**

**CATEGORY I - GROUP I**

**SCIENTIFIC OFFICERS/POSTS**

Sl.No.	Name & Designation of the Post
1.	Assistant Director (Technical) / Scientist 'B'
2.	Deputy Director (Technical) / Scientist 'C'
3.	Additional Director / Scientist 'D'
4.	Director / Scientist 'E'
5.	Deputy Director General / Scientist 'F'
6.	Sr. Deputy Director General /Scientist 'G'

Pay Band, Qualification and experience for recruitment and assessment promotion to Scientists in **Group I** shall be as follows.

Grade	Pay Band Rs.	Minimum qualification for direct recruitment and experience		For promotion, minimum number of years of service needed in the respective lower scale of pay for first or second or third assessment	Maximum age limit for direct recruitment
		Essential	Desirable		
<b>ASSISTANT DIRECTOR (TECHNICAL) / Scientist 'B'</b>	15600-39100 + Grade Pay 5400	<p><b>Qualification.</b> First Class Bachelor's degree in Engineering/ Technology/ First Class Master's Degree in Science from a recognized University/ Institution in keeping with functional needs from time-to-time</p>	<p>1) Master's Degree in Engineering/ Technology/ Business Administration.</p> <p>2) Knowledge based computer applications.</p> <p><b>Experience.</b> Candidates having experience in Wind Energy Sector Project Management, R&amp;D Consultancy Service, State Electricity Boards may be preferred.</p>	Induction level post	35 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body and as per the directions of Government of India for SC / ST / OBC / Ex-servicemen/ PH. All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).
<b>DEPUTY DIRECTOR (TECHNICAL) / Scientist 'C'</b>	15600-39100 + Grade Pay 6600	<p><b>Qualification.</b> First Class Bachelor's degree in Engineering/ Technology / First Class Master's Degree in Science from a recognized University / Institution in keeping with functional needs from time-to-time</p> <p><b>Experience.</b> Not less than <b>five</b> years in energy sector project management R&amp;D consultancy service / State Electricity Boards. Preference will be given for relevant experience in Wind Energy Sector, as per requirement</p>	<p>1) Master's degree in Engineering/ Technology/ Business Administration.</p> <p>2) Ph.D. in the relevant field.</p>	Five years	35 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body and as per the directions of Government of India for SC / ST / OBC / Ex-servicemen/ PH-All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).

Grade	Pay Band Rs.	Minimum qualification for direct recruitment and experience		For promotion, minimum number of years of service needed in the respective lower scale of pay for first or second or third assessment	Maximum age limit for direct recruitment
		Essential	Desirable		
<b>ADDITIONAL DIRECTOR / Scientist 'D'</b>	15600-39100 + Grade Pay 7600	<p><b>Qualification.</b> First Class Bachelor's degree in Engineering/ Technology/ First Class Master's Degree in Science from a recognized University/ Institution in keeping with functional needs from time-to-time</p> <p><b>Experience.</b> Not less than <b>eight</b> years in Energy Sector: Project Management R&amp;D Consultancy Service/ State Electricity Boards. Preference will be given for relevant experience in Wind Energy Sector, as per requirement</p>	<p>1) Master's Degree in Engineering/ Technology/ Business Administration.</p> <p>2) Ph.D. in the relevant fields.</p>	Five years	40 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body and as per the directions of Government of India for SC/ ST/ OBC/ Ex-servicemen/ PH. All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).
<b>DIRECTOR / Scientist 'E'</b>  [**]	37400-67000 + Grade Pay 8700	<p><b>Qualification.</b> First Class Bachelor's degree in Engineering/ Technology/ First Class Master's Degree in Science from a recognized University/ Institution in keeping with functional needs from time-to-time</p> <p><b>Experience.</b> Not less than twelve years in Energy Sector Project Management R&amp;D Consultancy Service, State Electricity Boards. Preference will be given for relevant experience in Wind Energy Sector, as per requirement</p>	<p>1) Master's Degree in Engineering/ Technology/ Business Administration.</p> <p>2) Ph.D. in the relevant fields.</p>	Five years	45 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body –and as per the directions of Government of India for SC/ ST/ OBC/ Ex-servicemen/ PH. All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).

Grade	Pay Band Rs.	Minimum qualification for direct recruitment and experience		For promotion, minimum number of years of service needed in the respective lower scale of pay for first or second or third assessment	Maximum age limit for direct recruitment
		Essential	Desirable		
<b>DEPUTY DIRECTOR GENERAL / Scientist 'F'</b> [**]	37400-67000 + Grade Pay 8900	- do -	-do-	-do-	-do-
<b>Sr. DEPUTY DIRECTOR GENERAL / Scientist 'G'</b>	37400-67000 + Grade Pay 10000	- do -	-do-	-do-	-do-

[\*\*] The post of Director in the pay band of Rs Rs. 37400-67000 + Grade Pay 8700 does not exist as on date. This will be treated only as a grade in the hierarchy. However the incumbent to the post of Additional Director [Rs.15600-39100 + Grade Pay 7600] will be assessed for promotion to this grade before being assessed for the promotion to the grade of Rs.37400-67000 + Grade Pay 8900. However, a vacancy occurring in the grade of Rs.37400-67000 + Grade Pay 8900 can be filled in by any of the lower grades with the approval of the Competent Authority.

[##] The post of Sr. Dy. Deputy Director General in the pay band of Rs. 37400-67000 + Grade Pay 10000 does not exist as on date. This will be treated only as a grade in the hierarchy. However the incumbent to the post of Deputy Director General [37400-67000 + Grade Pay 8900] will be assessed for promotion to this grade. Direct Recruitment of Sr. Deputy Director General will be resorted to only in exceptional circumstances, as a special case, with the prior approval of the competent authority.

- Note: 1] The Degree in Engineering should be in Civil, Mechanical, Electrical, Electronics, Communication, Instrumentation, Mechatronics, Aeronautics, Production Engineering or Robotics and the Master Degree in Science should be in Physics/ Applied Physics or any branch thereof related to Power, Electronics, Meteorology or Aerospace.
- 2] The experience should be after obtaining the minimum academic qualification prescribed for the post.
- 3] Knowledge based computer applications will be according to functional requirement including skills in high end programming languages.



**CATEGORY I - GROUP II**  
**ENGINEERING / TECHNICAL POSTS**

There are two grades under Group II as follows:

Sl.No.	Name & Designation of the Post
1.	Technical Assistant
2.	Junior Engineer

Pay Band, minimum educational qualification and experience for recruitment and assessment promotion in **Group II** shall be as follows:

Grade	Pay Band Rs.	Minimum qualification for direct recruitment and experience		Minimum number of years of service needed for first or second or third assessment	Maximum age limit for direct recruitment
		Essential	Desirable		
TECHNICAL ASSISTANT	5200 - 20200 + Grade Pay 2400	<p><b>Qualification.</b> Full time certificate course of two-year duration conducted by Industrial Training Institute or any other equivalent certificate course from a recognized institution with at least Second Class.</p> <p>The course shall be in discipline/ subject relevant to the actual job requirement.</p> <p><b>Experience.</b> Not less than two years in design/ drawing/ fabrication/ erection/ operation/ maintenance of electric power generators/ installation and operation of Data Measuring equipment/ to work with window based computer application.</p>	<p>1. Three year Diploma course in engineering/ technology/ computer technology from a recognized university/ institution.</p> <p>2. Knowledge of Computer based applications.</p>	<p>No promotional posts exist at present. However, the incumbents will be considered for <i>three</i> financial up gradations as prescribed under Rule 10[a] and Rule 10[b] accompanied by a suitable change in designation which shall not entitle the incumbents for higher perks and privileges in future.</p>	<p>28 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body and as per the directions of Government of India for SC/ ST/ OBC/ Ex-servicemen/ PH. All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).</p>

Grade	Pay Band Rs.	Minimum qualification for direct recruitment and experience		Minimum number of years of service needed for first or second or third assessment	Maximum age limit for direct recruitment
		Essential	Desirable		
<b>JUNIOR ENGINEER</b>	9300-34800 + Grade Pay 4200	<p><b>Qualification.</b> Three year Diploma course in engineering/ technology/ computer technology from a recognized institution with at least Second Class. The Diploma shall be in discipline/ subject relevant to the actual requirement.</p> <p><b>Experience.</b> Not less than two years in R&amp;D/ design/ testing/ erection/ operation/ Maintenance relating to wind energy areas</p>	1. Knowledge of Computer based applications, preferably in the field of wind energy	No promotional posts exists at present. However, the incumbents will be considered for three financial Up-gradations as prescribed under Rule 10[a] and Rule 10[b] accompanied by a suitable change in designation which shall not entitle the incumbents for higher perks and privileges in future.	28 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body and as per the directions of Government of India for SC/ ST/ OBC/ Ex-servicemen/ PH All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).

**5 Appointment of Director General.** [Please see rules framed separately]

**6 Method of Recruitment.** The method of recruitment could be direct/immediate absorption/deputation followed by absorption as detailed in respective SCHEDULE[s]. In deserving cases, the competent authority may relax condition of experience and /or age. Equal opportunity shall be provided to all by advertising and notifying the vacancies to the employment exchanges/scientists' pool, etc., as the case may be and conducting test or interview or both of the short-listed candidates.

**7 Powers of appointing authorities.** Subject to the provisions contained in Rule 44 of the Rules and Regulations, the Governing Council shall have powers to appoint Officers and staff of the Centre regulate their scales of pay on the pattern in Central Government/Central Autonomous Bodies or R& D Institutions and define their duties.

- (a) For Group A post in the scale of pay of **Rs.37400-67000 + Grade Pay 8900** and above, the Chairman, Governing Council will be the appointing authority.
- (b) For other Group A posts up to and including the post carrying scale of pay of Rs. **37400-67000 + Grade Pay 8700** and for all posts in Group B, C & D, the Director General, NIWE (formerly C-WET) will be the appointing authority, provided that the Director General may prescribe by a notification an officer not lower in rank than that of a senior Group A level for making appointments to Group C and D posts in the Society.

## 8 Exceptions to recruitment.

- (a) Direct recruitment to the posts of Scientists and Engineers at all levels except Director General, shall be made at any time to meet the requirement of specialization and/or to attract relevant qualified personnel by advertisement or by other methods by complying with NIWE (formerly C-WET) recruitment rules as far as possible.
- (b) Appointment of spouse or child of a NIWE (formerly C-WET) employee dying in harness, in relaxation of age and method of recruitment, to any post not higher than in the Group ' C ' on compassionate grounds.

## 9 Merit Promotion Scheme for Scientific posts

- a) Assistant Director [Scientist 'B'] up to and including Deputy Director General [Scientist 'F'] who complete five years of service as eligibility period in their immediate lower grade before 1<sup>st</sup> of January of the *succeeding* year will be considered for promotion w.e.f. 1<sup>st</sup> of January of that year. Relaxation upto 3 [Three] months in qualifying service for eligibility for assessment shall be given to direct recruits / promotees, as the case may be, who join after 1<sup>st</sup> January for reasons beyond their control. They will be assessed by an Assessment Committee constituted for the purpose by the Appointing Authority. The recommendations of the Assessment Committee will be considered by the Appointing Authority for grant of promotions, special pay, advance increments, new contracts as the case may be. Promotion to the next higher grade of a Scientist from Assistant Director up to Deputy Director General, where this is considered justified on merits will be by upgradation of the post in the lower grade held by the employee for so long as he/she holds the upgraded post. On vacation of the post by the incumbent employee, it shall revert to the grade/post to which the incumbent was initially appointed. The expenditure on account of Salary and promotions is met out of internal revenue.

All promotions to the pay band of Rs. 37400-67000 + Grade Pay Rs.10000 and above shall be considered separately by a body constituted by the Governing Council, NIWE (formerly C-WET) duly approved by the Government of India.

- b) Since the promotions under the Scheme are strictly by way of upgradation of the lower posts and not with reference to any vacancy in the higher post, candidates belonging to SC & ST *shall be* assessed under relaxed standards as is being done in other R&D autonomous institutions.

- c) Under the assessment promotion scheme, an employee shall be allowed three chances, first at the end of eligibility period of five years, second after six years, and, third after seven years. Promotion to the higher grade in a group under the assessment shall be made effective from 1<sup>st</sup> of January.
- 10** a) Persons appointed to the grade of Technical Assistant will be eligible for being considered for financial up gradation to three corresponding higher grades in Schedule II on completion of 5 [Five], 7[seven] and 10 [Ten] years of service in the immediate lower grades in Schedule II accompanied by a suitable change in designation. Such suitable change in designation will not entitle the employees for higher perks and privileges in future. Similarly incumbents to the post of Junior Engineer who have no promotional avenues at present will be eligible for financial up-gradation to three corresponding higher grades in schedule II after completion of 5 [Five], 7 [seven] and 10 [Ten] years of regular service respectively in the immediate lower grade in Schedule II accompanied by a suitable change in designation. These financial up gradations will be based on assessment of work and conduct reflected in the ACR of the officer concerned.
- b) The promotions in Group I up to the band of Rs.37400-67000 + Grade Pay Rs.10,000 shall be made on the basis of screening and interview by an Assessment Committee (as referred vide Rule 9) which takes into account the Quantification of marks of the Annual Confidential Reports recorded for the preceding five years covered under the eligibility period together with marks scored in the interview (as per the Quantification guideline contained herein).
- c) On promotion, it would be obligatory on the part of the employee to continue to perform the same duties, if so stipulated by the Competent Authority, and to perform such other higher duties as may be assigned.
- 11. The Selection and Assessment Committees.** Appointments and promotions to various grades in Group I shall be made on the recommendations of appropriate selection/assessment committees by the authorities mentioned herein. The Selection and Assessment Committees for recruitment and promotion of scientific posts are as follows. Chairman or Non-Official members drawn as experts shall be serving or retired officials of Central Scientific institutions or Central Autonomous Scientific Institutions. A woman representative shall be part of the selection committee as per rules.

**A) Selection/Assessment Committee for Group I (Scientific Posts)**

Director or equivalent Officer of a Central Scientific institution other than NIWE (formerly C-WET) – to be nominated by the Appointing Authority	:	<b>Chairman</b>
Director General, NIWE (formerly C-WET)	:	<b>Member</b>
One Unit Head of NIWE (formerly C-WET) - to be nominated by the Director General	:	<b>Member</b>
Two experts in the relevant field from other Scientific institution – to be nominated by the Director General	:	<b>Member</b>
One Senior Officer from MNRE dealing with Wind Energy - to be nominated by the competent authority	:	<b>Member</b>

The recommendations of the Committee have to be approved by the Appointing Authority. The Committee members shall be nominated and approved by the Appointing Authority, NIWE (formerly C-WET) and interviews shall be held after obtaining ACRs for the relevant financial year.

**12. Recommendations of Committees.**

The Assessment Committees for promotion / financial upgradation shall submit its specific recommendations as *FIT for financial up gradation/promotion* or *NOT FIT for promotion/financial up gradation*. Employees recommended by the Committee as *FIT for promotion/financial up gradation* shall be so promoted/financially upgraded from 1<sup>st</sup> January of the following year after completion of the eligibility period. The employees who are found *NOT FIT for promotion/financial up gradation* will be reassessed after the completion of the prescribed period of service for such subsequent assessments.

- 13.** Assessment Committee will as far as possible meet before the end of May every year to consider cases of eligible persons as on 1<sup>st</sup> of January and promotions/financial upgradation if approved will be regulated accordingly.

#### 14. Quantification of Annual Confidential Reports (ACRs)

The promotion of scientific staff framed on the lines of FCS and similar schemes prevailing in other scientific organizations is based on quantification of ACR ratings and interview for a total evaluation of 100 marks as referred to in Rule 9 herein. The Ratings of ACR shall be 60% and remaining 40% will be for the interview, out of which a minimum combined rating not less than the percentage, as the case may be, as follows will be essential to be eligible for promotion.

<b>Upto and including</b>		
<b>Grade Pay of Rs.8,700/-</b>	-	<b>60</b>
<b>Grade Pay of Rs.8,900/- and above</b>	-	<b>80</b>

Annual Confidential Reports of the preceding five years will be taken into account for evaluation. The quantification of grading of various traits in the Confidential Reports [CR] on **100 marks** will be as under.

<b>Grade</b>	<b>No. of Marks allotted for quantification</b>
<b>Outstanding</b>	<b>90</b>
<b>Excellent</b>	<b>80</b>
<b>Very Good</b>	<b>60</b>
<b>Good</b>	<b>40</b>
<b>Satisfactory</b>	<b>20</b>

15 **Exceptions to Promotion Procedure.** In case of an employee assessed and found *FIT* for promotion / financial upgradation, but is unable to assume charge of the higher grade on the effective date, for being away on training or on study leave or any other leave sanctioned by the Competent Authority, on resumption of duties, he/she may reckon seniority in the higher grade from the date of his/her selection to that grade for the purpose of counting eligibility period for consideration for promotion/financial upgradation to the next higher grade provided the Director General is satisfied about the performance of the employee during the course of study/training leave.

16 [a] Assessment for promotion/financial upgradation of eligible employees who are under suspension or against whom disciplinary proceedings are pending shall be considered by the Assessment Committee and the recommendations thereof be made separately and kept in a sealed cover. Such recommendations are to be considered on the conclusion of the disciplinary proceedings as per the rules.

[b] Notwithstanding anything contained in these rules, as a measure of providing encouragement to person's possessing/acquiring higher technical qualifications the following provisions shall apply:

[c] if an employee belonging to a particular group in Scientific/Technical categories and having the desirable higher qualification prescribed for entry level to next/higher group, he/she shall be assessed as early as practicable for the grade corresponding to such higher group subject to fulfillment of the following conditions:-

- [i] That the higher qualification should have been acquired before joining service;
- [ii] That the concerned employee should have completed the probation period satisfactorily and rendered minimum 5 [five] years of regular service [including training period if any];
- [iii] The concerned employee should have obtained at least 'Very Good' and above in the last 5[Five] year's ACR grading;
- [iv] The assessment committee shall evaluate his/her performance and recommend his/her case for placement to the next higher grade/group.
- [v] The above incentive shall be a one time measure and if the candidate is not found fit for assessment, his/her next assessment will be considered only after completion of normal residency period.

**CATEGORY II - ADMINISTRATIVE AND SUPPORTING POSTS**

17 Those staff engaged in work other than Scientific and Technical activity - **Administrative and Supporting Posts**

Sl.No.	Name & Designation of the Post
1.	Additional Director (Finance & Administration)
2.	Assistant Director (Finance & Administration)
3.	Executive Assistant
4.	Driver

**Secretarial Staff**

Sl.No.	Name & Designation of the Post
1.	Executive Staff Officer
2.	Junior Executive Assistant

**Supporting Staff**

Sl.No.	Name & Designation of the Post
1.	Peon/Messenger

Pay Band, qualification and experience for recruitment and promotion to the staff in **Category II** shall be as follows.

Grade	Pay Band Rs.	Minimum qualification/experience for direct recruitment		Minimum number of years of service needed for review/promotion	Maximum age limit for direct recruitment
		Essential	Desirable		
<b>ADDITIONAL DIRECTOR</b> (Finance & Administration)  [Isolated post]	15600-39100 + Grade Pay 7600	Master's degree from a recognized University/ Institution Not less than ten years managerial experience in general management, finance, accounts, budget, and personnel administration in Government/ Autonomous Bodies/ R&D institutions/ Commercial Organization / Industry.	Post-graduate degree, such as Master of Business Administration OR Company Secretary, OR Cost Accountant OR Chartered Accountant.	No promotional posts exists at present. However, the incumbent will be considered for two financial up-gradations accompanied by a suitable change in designation as prescribed under Rule 18, which shall not entitle the incumbent[s] for higher perks and privileges in future.	40 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body and as per the directions of Government of India for SC/ ST/ OBC/ Ex-servicemen/ PH. All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).
<b>ASSISTANT DIRECTOR</b> (Finance & Administration)  [Isolated post]	15600-39100 + Grade Pay 5400	Bachelor's degree from a recognized University /Institution Not less than five years supervisory experience in general management, finance, accounts, budget, personnel administration in Govt. autonomous bodies, R&D institution, commercial organization, industry.	Post-graduate degree, such as Master of Business Administration OR Company Secretary, OR Cost Accountant OR Chartered Accountant	No promotional posts exists at present. However, the incumbent will be considered for two financial up-gradations accompanied by a suitable change in designation as prescribed under Rule 18, which shall not entitle the incumbents for higher perks and privileges in future.	35 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body and as per the directions of Government of India for SC/ ST/ OBC/ Ex-servicemen/ PH. All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).



*NIWE Recruitment Rules  
(formerly C-WET RRs)*

Grade	Pay Band Rs.	Minimum qualification/experience for direct recruitment		Minimum number of years of service needed for review/promotion	Maximum age limit for direct recruitment
		Essential	Desirable		
<b>EXECUTIVE ASSISTANT</b>	9300-34800 + Grade Pay 4200	Bachelor's degree from a recognized University/ Institution. Not less than three years experience in accounts/ Finance/Administrative/ Materials Management in a reputed Organization.  -Proficiency in MS Office	Knowledge of Typewriting Stenography and computer based applications	No promotional posts exists at present. However, the incumbent will be considered for two financial up-gradations accompanied by a suitable change in designation as prescribed under Rule 18, which shall not entitle the incumbents for higher perks and privileges in future.	28 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body and as per the directions of Government of India for SC/ ST/ OBC/ Ex-servicemen/ PH. All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).
<b>JUNIOR EXECUTIVE ASSISTANT</b>	5200-20200 + Grade Pay 2400	Passed 10+2 from a recognized Board/ Institution.  Passed 80/30 wpm in Shorthand/English typewriting Proficiency in MS Office	1-2 years experience as Steno-Typist in Govt./ Commercial organization of repute.	-do-	-do-
<b>DRIVER</b>	5200-20200 + Grade Pay 1900	Matriculation or equivalent having valid License for driving Heavy vehicles. Not less than three years experience as a Staff Car/ Heavy Vehicle driver.	Having accident free record and ability to carry out minor repairs to the vehicle	-do-	-do-

Note: Trade tests wherever considered necessary shall be done through the nominees of the Director General to assist the selection process.

### SUPPORTING STAFF

Grade	Pay Band Rs.	Minimum qualification/experience for direct recruitment		Minimum number of years of service needed for review/promotion	Maximum age limit for direct recruitment
		Essential	Desirable		
<b>PEON/ MESSENGER/ OFFICE ATTENDANT</b>	4440-7740 + Grade Pay 1650	Pass in VIII Standard from a recognized institution	Should be able to understand and speak English /Hindi; Valid license for driving light vehicles	No promotional posts exists at present. However, the incumbent will be considered for two financial up-gradations accompanied by a suitable change in designation as prescribed under Rule 18, which shall not entitle the incumbents for higher perks and privileges in future.	28 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body and as per the directions of Government of India for SC/ ST/ OBC/ Ex-servicemen/ PH. All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).

### SECRETARIAL STAFF

Grade	Pay Band Rs.	Minimum qualification/experience for direct recruitment		Minimum number of years of service needed for review/promotion	Maximum age limit for direct recruitment
		Essential	Desirable		
<b>EXECUTIVE STAFF OFFICER</b> [Isolated post]	9300-34800 + Grade Pay 4200	Bachelor's degree from a recognized University/ Institution with a speed of 120 wpm in English Shorthand and 40 wpm in English Typewriting.  Not less than five years experience as Secretary to a Senior Executive.  Proficiency in MS Office	Knowledge of Typing in Hindi.	No promotional post exists at present. However, the incumbent will be considered for two financial up-gradations accompanied by a suitable change in designation as prescribed under Rule 18, which shall not entitle the incumbents for higher perks and privileges in future.	35 years relaxable by five years for regular employees of government/ public sector undertaking/ autonomous body and as per the directions of Government of India for SC/ ST/ OBC/ Ex-servicemen/ PH. All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE (formerly C-WET).

**18 Promotion procedure**

In case of administrative and other non-technical cadres, there shall be no Assessment promotion. The promotion in these cadres shall continue to be vacancy based. However, since salary is met from the internal revenue, persons appointed to these posts shall be considered for financial up gradations to next 2 higher pay scales accompanied by a suitable change in designation [which shall not entitle the incumbents for higher perks and privileges in future] on completion of 6 [Six] years regular service in the immediate lower pay scale as indicated in Schedule II.

**19 Selection/Recruitment and Promotion Committees**

a) **For the post of Additional Director (F&A)**

Director General	:	Chairman
One Senior Officer from MNRE dealing with Wind Energy nominated by the competent authority	:	Member
Two Expert Members – serving or retired (relevant in the field) not in the employment of NIWE (formerly C-WET) (to be nominated by the Director General)	:	Member

b) **For other Technical & Non-technical cadres**

Serving or Retired Director/Senior Level Officer of any other Central Government Scientific organization/ Central Autonomous Scientific Institution (to be nominated by the Appointing authority)	:	Chairman
Additional Director (F&A)	:	Member
One Unit Head of NIWE (formerly C-WET) (to be nominated by the Director General)	:	Member
Expert Member ( serving or retired)	:	Member
MNRE Representative	:	Member

**General Rules (applicable to all employees)**

- 20** Generally every candidate selected for appointment in NIWE (formerly C-WET) shall be a citizen of India and shall not have contracted plural marriage. Relaxation in age upto 5 [Five] years will be admissible in respect of advertised posts for regular employees working in Government/PSU/Autonomous /Statutory Body/Corporation. However there shall be no upper age limit for NIWE (formerly C-WET) employees. Relaxation in age limit in respect of ex-servicemen/SC/ST/OBC/PH shall be as per the orders issued by the Government of India as amended from time to time. Further, the relaxation in age shall run concurrently to avoid multiple age relaxations.
- 21** Subject to Rule 6 herein, the method of recruitment indicated shall not be exhaustive and may include any procedure followed by other Central Government Organizations/Undertakings/Central Autonomous Bodies as may be approved by the Director General.
- 22** Competent Authority. The Competent Authority to administer these Rules both in Working Rule No.1 and Working Rule No. 2 shall be the Director General, NIWE (formerly C-WET), in all matters. He shall, however, at his discretion, delegate such of the powers as are necessary to Additional Director (F&A) or Assistant Director (F&A) through a notification.
- 23** Fixation of pay. The pay of officers and staff on initial appointment, or in the higher grade on promotion shall be fixed according to the Rules of the Society.
- 24** Higher initial pay. The appointing authority may sanction a pay higher than the minimum of the scale pay band subject to a maximum of five increments to a candidate on his first appointment, if so recommended by the selection committee considering the educational qualifications and experience possessed by the candidate.
- 25** Probation. Unless otherwise stated in these Rules or other Rules issued by the Governing Council, persons appointed to the regular establishment shall be on probation for a period of two years, which may be extended by another year or curtailed if necessary.
- 26** Advance increments. Notwithstanding anything contained in these Rules, advance increments, special pay or promotion may be granted by the Governing Council to any employee of the Society for the meritorious work or for special service rendered to the Society.

- 27 Ad-hoc appointments. In the recruitment process for any of the post contained herein in the event of no person being available or found suitable for appointment as per these Rules, the appointing authority may make temporary appointment if necessary by relaxation of the recruitment rules or appoint on deputation from any other organization. The terms of deputation shall be in accordance with the Rules and Regulations framed by Government of India.

The Appointing Authority may make temporary appointments to Group C and D posts for a period not exceeding two years on a consolidated salary equal to the minimum scale of pay prescribed for the post plus dearness pay+allowance as admissible. However, such appointment[s] shall not bestow on the incumbent right to regular appointment.

- 28 Reservations and Concessions: In the matter of nominating an S.C./S.T. officer on the Departmental Promotion Committee/Selection Committee the procedure prescribed by the Government of India shall be followed. In filling up of posts, due reservation for Scheduled Caste, Scheduled Tribes, and Other Backward Classes shall be made in accordance with the procedure laid down by the Government of India wherever applicable. Other relaxations and concessions are also applicable as provided will be applicable for recruitment against such posts reserved for a specific community.
- 29 Reservations and concessions for physically challenged persons shall apply as per the Government of India directives and orders as amended from time to time.
- 30 Deputations within India and abroad: Members of the staff may be deputed by the Director General to attend Scientific Conferences, Symposia, Presentation of Papers, and training within India/abroad. The expenditure on all such participation shall be met out of internal earnings of the Institute. Such participation abroad by the Director General shall be with the approval of the Chairman, Governing Council, subject to specific budget provision.
- 31 Performance of Duties : Every employee shall perform such duty as may be entrusted to him/her and shall to the best of his/her ability carry out the lawful directions of the Governing Council or the Director General or any other persons to whose authority he may be subject according to the Rules and Regulations of the Society.
- 32 Discipline: During the period of service, every employee shall observe, obey and abide by the rules of the society and executive instructions issued from time to time by the Governing Council and all the standing orders passed by the Director General.
- 33 Termination of Service: The services of any staff may be terminated by either party giving to the other a period of notice not less than that specified in the letter of appointment, such period of notice shall not be less than one month.

The service of an employee may also be terminated without notice by payment of a sum equivalent to his salary in lieu of notice. The service of an employee against whom an enquiry or disciplinary proceedings is pending or contemplated may not, however, be terminated by virtue of this Rule unless otherwise decided by the Competent Authority.

The Appointing Authority may accept a shorter period of notice from a member of the staff in special circumstances.

- 34 In matters not specifically covered under the above rules, the provisions of Government of India's orders as made applicable to NIWE (formerly C-WET) employees and amended from time to time shall apply.
- 35 Superannuation: The age of superannuation for regular employees will be 60 years or any other age that may be determined by Government of India from time to time. The Governing Council may grant extensions, with the approval of the Government of India.
- 36 Over-riding Provision: In all service matters the decision of the Governing Council shall be final.
- 37 In so far as matters not dealt with herein and/or where any doubts, ambiguity as to its interpretation and applicability arises, the provisions contained in respective Civil Service Rules / Staff Rules of NIWE (formerly C-WET) shall apply, if the context so requires.
- 38 The classification of posts referred to as A/B/C/D in these Rules refers to classifications appearing in Rule 4 of CCS (CCA) Rules, 1965.
- 39 Power to Relax: The Chairman, Governing Council, NIWE (formerly C-WET), where satisfied that the operation of any of these Rules causes undue hardship to any particular case, may by order for reasons to be recorded in writing dispense with or relax the requirements of that Rule to such extent and subject to such exception and condition as it may consider necessary for dealing with the case in a just and equitable manner and such relaxation shall not be detrimental to the interest of others.

**NATIONAL INSTITUTE OF WIND ENERGY**  
**[An Autonomous R&D Institution under Ministry of New and Renewable**  
**Energy, [MNRE] Government of India]**  
**Chennai-600 100**

**Working Rule No. 2**

In pursuance of Rule 43 of the Rules and Regulations, the Governing Council of NIWE (formerly C-WET) hereby makes the following Rules.

**1 Short title**

- i) These Rules may be called the NIWE (formerly C-WET) (Service Conditions) Rules 2007 (Working Rule No. 2).
- ii) They shall come into force with effect from the date of notification.

**2 Categories of service to whom the rules apply**

- i) Save as otherwise provided by or under these rules, these rules shall apply to the persons appointed to the service of the Society against regular posts on a time scale of pay.
- ii) **These rules shall not apply to:**
  - a) Persons not in the whole time employment
  - b) Persons paid out of contingencies
  - c) Persons paid otherwise than on monthly basis including those who are paid on piece rate basis
  - d) Persons paid with *lump sum* honoraria or wages or remuneration determined only on specific job work basis or time basis.
  - e) Fellows who are governed by their contract
  - f) Such other categories of persons as may be specifically excluded either wholly or in part by the Governing Council.

**3 Powers of Governing Council.**

**(a)** The Governing Council shall have full powers to decide all matters pertaining to NIWE (formerly C-WET) subject to such restrictions that may be imposed by the Government from time to time.

**[b]** The Governing Council NIWE (formerly C-WET) may authorize the Chairman GC to exercise any or all of the above powers subject to reporting the decisions taken in the subsequent meeting, for ratification.

- 4 In respect of the following matters, the rules and orders applicable to the Central Government employees shall apply to the employees of NIWE (formerly C-WET) subject to Rules contained herein and to such modifications as may be made by the Governing Council from time to time:
- (a) Creation of posts, Pay scales, and related issues
  - (b) Medical fitness, Leave, hours of duty and holidays
  - (c) Dearness allowance, additional dearness allowance, dearness pay, interim relief, city compensatory allowance, house rent allowance, children education allowance, tuition fee reimbursement, washing allowance, overtime allowance, transport allowance, conveyance allowance and other allowances.
  - (d) Traveling allowance, daily allowance, leave travel concession.
  - (e) Fixation of pay on appointment and promotion; ACP, Counting of periods spent on training on stipendiary or otherwise before regular appointment for 1<sup>st</sup> assessment/promotions.
  - (f) Counting of service rendered before framing of Recruitment Rules for the purpose of 1<sup>st</sup> assessment / promotions.
  - (g) Retirement and technical resignations.
  - (h) Conduct, discipline, suspension, appeals, and reviews.
  - (i) Termination of service and resignation.
  - (j) Probation and confirmation subject to Rule 7 of these Rules.
  - (k) Loans and advances to employees.
  - (l) Allotment of quarters or leased accommodation.
  - (m) Staff car facility
  - (n) Employees Provident Fund, Payment of Gratuity Act, etc.
  - (o) Medical reimbursement facility as per CS[MA] Rules for serving as well as for Retiring staff with provision of reimbursement as formulated under CGHS Rules.
  - (p) Bonus and other ex-gratia payments.
  - (q) Gratuity, leave encashment, and any retirement benefits.
  - (r) Mandatory social welfare schemes and social security schemes
  - (s) Any other Welfare, incentive, superannuation like pension schemes as may be decided by the GC, NIWE (formerly C-WET) from time to time.
- 5 In their applicability to the employees of the Centre, references to Ministries and Departments of the Government of India in the Rules and Orders referred to in Rule 4 above shall be deemed to be references to the Governing Council.
6. **Powers of Director General.** Subject to Rule 43(XI) read with Rule 47 & 48 of the Rules and Regulations of the Society, the Director General shall exercise powers as that of a Head of Department as per SR 10, and shall by order specify the officers of appropriate levels who shall be the appointing authority, the disciplinary authority and the appellate authority, for the purposes of CCS (CCA) Rules and the Controlling Officer for the



purposes of Travelling Allowance, Daily Allowance, House Rent Allowance, Medical Re-imbusement, and any other allowances/benefits/incentives, payable to the employees including himself. Notwithstanding anything contained in the rules laid down, the Director General may authorize payment of actual expenditure incurred by a member of the staff in connection with the business of the Institute when the expenditure is met out of internal earnings of the Institute.

7. **Probation.** Unless otherwise provided in these or other Rules issued by the Government of India or otherwise decided by the Governing Council, persons appointed to the regular establishment of the Institute shall be on probation for a period of two years which may be extended by another year, or curtailed if necessary.
8. **Insurance.** The employees of the Institute will subscribe to the Group Saving Linked Insurance or any other Scheme as may be prescribed and notified from time to time
9. ***Power to relax, amend and repeal***  
The Chairman, Governing Council, NIWE (formerly C-WET), where satisfied that the operation of any of these Rules causes undue hardship to any particular case, may by order for reasons to be recorded in writing dispense with or relax the requirements of that Rule to such extent and subject to such exception and condition as it may consider necessary for dealing with the case in a just and equitable manner, and such relaxation shall not be detrimental to the interest of others.